

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) - Young Fish Investigations – Stockton, CA	CLASS TITLE Senior Laboratory Assistant
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-7878-011
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of a Senior Environmental Scientist (Supervisory), this position provides laboratory support for the Young Fish Investigation studies. The incumbent may act as lead person for 1 to 3 Fish and Wildlife Scientific Aids and assist with the hiring, training, and scheduling of Fish and Wildlife Scientific Aids. With the guidance of Environmental Scientists, the incumbent may conduct some basic data analyses and present findings as reports or posters.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	<u>ESSENTIAL FUNCTIONS:</u>
40%	Zooplankton Sample Processing: Identify and count zooplankton, including copepods, cladocerans, rotifers, mysid shrimp, and amphipods, collected from the San Francisco Estuary in the laboratory using a dissecting microscope. Enter the data into an Access database. Conduct Quality Assurance and Quality Control (QAQC) checks for this and other IEP studies. Work with staff scientists to develop and refine procedures and set standards for QAQC checks.
20%	Fish Sample Processing: Identify, measure, and count larval and juvenile fish collected from the San Francisco Estuary in the laboratory using a dissecting microscope. Enter the data into an Access database or record on data sheets. Conduct QAQC checks for this and other IEP studies. May also train and check work of others.
15%	Field Sampling: May participate as a lead person or crew member on a research vessel sampling fish and zooplankton in the San Francisco Estuary. Aid in the setting and retrieval of nets, recording of environmental and biological variables, and processing of samples in the field. Help train Fish and Wildlife Scientific Aids to conduct field activities and ensure compliance with field safety procedures. When necessary, assist with special studies laboratory and field work. Conduct or oversee preparations for field surveys.
10%	Lab Safety and Management: Ensure laboratory workers receive safety training and comply with laboratory safety procedures. Work with supervisor and other laboratory staff to document, update, and refine safety procedures. Responsible for the safe preparation, storage, and disposal of chemicals used to fix, preserve, and process samples and the safe disposal of samples. Work with other laboratory staff to monitor the volume of material in the laboratory wastewater tank and routinely check emergency showers, fume hoods, and other safety equipment. Responsible for maintaining project tools and equipment in proper working order. May assist with training new Senior Laboratory Assistants. Assist with the hiring, training and scheduling of Fish and Wildlife Scientific Aids. Assign lab work to Aids and ensure proper and timely completion.
5%	Sample and Data Management: Complete and maintain sample logs, chain-of-custody forms, archived sample records, and lab data sheets. Update and maintain reference collections and maintain archived samples. Oversee and assist in the recording of data and critically review data sheets to ensure accuracy. May enter data into computer databases, QAQC and edit data, and provide data summaries.

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5%	<p>Other Duties: Assist in the purchasing of supplies, equipment, and services needed for the project's laboratory and field operations including maintenance and repair of project vehicles. Attend meetings and workshops related to study of zooplankton, fish, and estuarine ecology. Participate in potential opportunities to summarize and present data as reports or posters.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Attend relevant training and continuing education necessary to maintain and improve job skills. Complete Attendance Reports and other administrative tasks (e.g., vehicle Mileage Logs). Continually practice and promote respectful communication as well as organizational and professional vitality in part by (1) pursuing and completing pertinent formal educational opportunities (e.g., training and seminars); (2) participating in pertinent workshops, workgroups, and staff meetings; and (3) participating in activities to support the IEP Operations Program 'infrastructure' (e.g., meetings, labs, web site, training material, and permits).</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Laboratory methods and procedures; fundamentals of biology, chemistry, and elementary mathematics; uses and care of laboratory equipment.</p> <p>Ability to: Read and write English at a level required for successful job performance; clean and care for laboratory equipment; learn elementary laboratory methods and procedures; follow directions; work efficiently and effectively in a group; learn and apply specialized techniques accurately and rapidly; and keep accurate records.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Knowledge of: Basics of biology and zoology, standard laboratory principles and practices, and proper use of common laboratory equipment, such as dissecting microscopes, balances, pH meters, and pipettes.</p> <p>Ability to:</p> <ul style="list-style-type: none"> • Collaborate and communicate with other laboratory and project staff. • Direct the work of others and to provide positive feedback to subordinates in a timely manner. • Understand, enact, and enforce laboratory safety protocols. • Manipulate (e.g., with a probe or forceps), count, and measure biological organisms using a dissecting or compound microscope up to 8 hours a day, 5 days a week. • Work with samples preserved with formalin or ethanol in properly ventilated situations up to 8 hours a day, 5 days a week. • Develop proficiency in software, including Access, Excel, and Word as necessary to perform laboratory duties. • Work safely and efficiently on the moving deck of a research vessel for up to 10 hours a day for 2-3 days per week in occasionally extreme weather conditions. <p>Special Personal Characteristics: Aptitude and liking for laboratory work; interest in learning to identify fishes and invertebrates, their life histories, and estuarine ecology; orderliness; strong organizational skills; tactful; reliable; able to focus on tasks that require concentration in a busy laboratory setting; either normal color vision, or partial color blindness only. (Applicants with partial color blindness must demonstrate the ability to satisfactorily distinguish colors most frequently found in laboratory work.)</p> <p>Interpersonal Skills: Ability to work a team setting and independently. Must work well with others and respond favorably to feedback.</p>
5%	

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	<p>Other:</p> <ul style="list-style-type: none"> • Possess a valid California Driver License or be willing to obtain one. • Comfortable working around the water and ability to swim. <p>WORKING CONDITIONS:</p> <p>Using a dissecting microscope and laptop/desktop computer for most of the work day, 5 days a week, in a laboratory setting. Involves sitting most of the time, but may involve walking or standing for brief periods. Work aboard research vessel collecting, sorting, and processing biological samples which involves kneeling, reaching and lifting ≤ 40 lbs, May require long working days and could be in inclement weather or rough seas. Travel using a State vehicle is anticipated to complete tasks that involve field work.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Steven Slater, Senior Environmental Scientist (Supervisory)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME VACANT, Senior Laboratory Assistant	EMPLOYEE'S SIGNATURE	DATE